

Department of Development Services – West Region
JOB OPPORTUNITY
Developmental Services Adult Services Supervisor

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees Only

Position: Developmental Services Adult Services Supervisor

Location: Southbury Training School – Day Program Services

Job Posting No: 0105509

Hours: 1st Shift ~ Monday – Friday 8:00am – 3:30pm, RDO's Saturday, Sunday

Salary: \$2,530.58/bi-weekly

Closing Date: September 16, 2013

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Knowledge, Skills and Abilities: Duties consistent with the DS Adult Services Supervisor job classification. Schedules, assigns, oversees and reviews work of staff engaged in direct support, supported employment (individual job, group, sheltered) or habilitation; ensures provision of quality services and supports to individuals; provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; coordinates staff schedules and program operations including supplies and material procurement; establishes and maintains unit procedures; assists in managing program budget; maintains all necessary certificates for programs; acts as liaison with operating units, agencies and outside officials regarding unit policies and procedures; leads interagency collaboration projects and/or programs, with state agencies and local government, community and private provider agencies; responsible for application of state and federal laws and standards; participates in interagency collaboration; provides specialized consultative services for individuals regarding program plans, future plans and desired outcomes; serves as a consultant to public and private agencies, community industries and families; responsible for development of marketing and business plans; conducts and presents seminars to special interest groups; leads intra-regional and intra-facility committees and work groups; participates in community development; coordinates, implements and reviews for quality assurance private contracts (master and day) and/or public day programs; prepares reports and correspondence; supervises development of optimal supports and outcomes for individuals; reviews and approves teaching strategies; reviews and approves individuals assessments; reviews and approves of adaptation of tools and equipment to clients ability; participates in and may lead person centered supports; make recommendations on policies or standards; conduct investigations; in special cases may be a member of IDT; coordinates operational supports such as transportation; administers medications; administers CPR; utilizes PMT techniques; administers First Aid; maintains credentials and licenses; performs related duties as required.

General Experience: Eight (8) years of experience in providing direct services to persons with developmental disabilities and related conditions at least four (4) of which must have been in a professional capacity.

Special Experience: Three (3) years of the General Experience must have been in the area of day services, special education, vocational rehabilitation or an equivalent service.

Special Requirement Incumbents in this class may be required to maintain CPR, PMT, Medication Administration and First Aid certificates. Travel required. Must have valid CT Driver's License.

Substitution Allowed: College training in special education, vocational rehabilitation, social work, mental health fields or behavioral sciences may be substituted for the General Experience based on fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. Or A Master's degree in vocational rehabilitation, special education, psychology or behavioral sciences may be substituted for one (1) additional year of the General Experience. Or Two (2) years at or above the level of Developmental Services Adult Services Specialist may be substituted for the General Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send application materials to:

Department of Developmental Services — West Region
Rowland Government Center, 4th Floor
55 West Main Street
Waterbury, CT 06702
Attn: Yolette Tappin
Email: Yolette.Tappin@ct.gov Fax: 203-574-8857

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.